

25X1C

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c. Other Rush Work - (continued item)

Three EIC's have been received from the Secretariat Office that totaled 650 pages. They are to be completed as soon as possible without using overtime.

2. PROJECTS AND STUDIES IN PROCESS

a. Survey of Agency Graphics Facilities - (continued item)

Work is continuing on the survey of the Agency graphic facilities. However, due to the preparation of the Division's budget, progress has been curtailed somewhat.

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b. Staff Study of the Establishment of a Second Shift in the [REDACTED] - (continued item)

Satisfactory progress is being made on the staff study justifying personnel to establish a second shift. Overtime, production and backlog figures have been developed, and, when analyzed, will be submitted to support the study.

c. Centralized Receiving for Agency Reproduction Requests - (continued item)

An Office of Logistics Notice has been prepared and submitted to the Administrative Staff, OL, for publication.

3. OTHER ITEMS OF INTEREST

a. Emergency Exercise 15 - 17 June 1955 - (continued item)

The Division's participation in "Operation Alert" was carried out as scheduled. A meeting will be held with these employees to discuss any problems that may have arisen during the operation of this shop.

b. Rotary Press and Colorverter - (continued item)

A representative from the Printing Services Division is visiting the manufacturer in New York for the purpose of testing the press to see if it will run 8½ pound bible stock. This is a requirement and part of our specifications.

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c. Requisitions Reviewed - (continued item)

Three requisitions were reviewed and approved for printing equipment during the week. They were:

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One Ditto machine
Two Mimeograph machines
One IT Press

DSCS/Supply Division, OL
[REDACTED] OTR
WE, [REDACTED]

[REDACTED]
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